



Example of Academic Manager Job Description

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Our company is hiring for an academic manager. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for academic manager

- Ensure the Assessment Coordinator disseminates information regarding current requirements of the state assessment program including test administration, security, and confidentiality
- Ensure strong regional systems are implemented and monitored relating to grading, transcripts, and graduation plans
- Maintains technical expertise regarding networking technologies, server and desktop support, and systems access as it relates to meeting users' needs
- Serves on committees and attends meetings as requested
- Providing strategic financial leadership and support for potential alliances, investments and other issues affecting the business interests of the department
- Overseeing research related financial activities to ensure compliance with University and funding agency regulations
- Enhancing and facilitating the research operations of the Department through collaborative efforts with the research faculty
- Providing administrative leadership and direction for all grant management activities, and compliance within the department
- Managing the purchasing processes, payroll, space planning, and capital assets and safeguarding department assets by protecting and accounting for resources such as cash and fixed assets
- Leading, training, and mentoring department staff, fully utilizing their abilities by delegating effectively

Qualifications for academic manager

- Recognized expertise in managing projects and is able to effectively tailor the project management approach to the situation
- Successful end-to-end implementation of projects utilizing commercially available software products
- Well-organized, able to create order out of chaos
- Active listener and captures all applicable notes and minutes
- Strong matrix manager with demonstrated ability to influence up and down the organization
- You have 4+ years experience delivering products or services to healthcare-related stakeholders, in roles of increasing responsibility, in organizations such as large hospitals, academic medical centers, top 5 consulting firms, boutique healthcare firms, life sciences consulting firms, or healthcare IT/analytics companies